



Job Announcement

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Opening Date:	February 27, 2009	Closing Date:	March 13, 2009
Job Title:	Administrative Assistant III	Position Type:	Temporary Full Time
PIN:	826016	FLSA Status:	Non-Exempt
Location:	Administrative Office of the Courts - Court Research and Development Annapolis, Maryland	Salary:	\$15.53 per hour (No State Benefits)

Essential Functions: Provides administrative support to the Executive Director, Deputy Executive Director and staff of the Court Research and Development Department. Schedules meetings involving multiple schedules and manages correspondence. Composes, reviews, and distribute senior management correspondence and maintains tracking system to ensure grant reports, fiscal notes, minutes, expense accounts, etc. are submitted in a timely manner. Plans and coordinates travel arrangements. Serves as a point of contact with other departments or agencies. Responsible for data entry of statistical information into databases. Coordinates all department personnel actions. Assists in the development and maintenance of the department's planning, budget and financial records. Works as a team member on special projects. Compiles information and prepares draft responses to queries from offices statewide on various procedures, issues, etc. Uses the RAPOR electronic procurement system and other purchasing systems to procure forms, supplies, etc, for the office.

Education: High School diploma or GED.

Experience: Three years of experience in secretarial work involving the use of a personal computer and word processing software.

Note: Associate's Degree in Office Technology may be substituted for two years of required experience, and completion of a legal secretarial or related program may be substituted for one year of the required experience.

Skills/Abilities: Ability to communicate in an effective, patient, and tactful manner with internal and external customers and co-workers. Demonstrates organizational and time management skills and the capacity to work independently. Basic math skills. Ability to use a personal computer and type 35 wpm net with no more than 5 errors or 5,000 kph net with no more than 10 errors, as demonstrated by successful completion of a typing and/or alphanumeric data input test, not to exceed 5 minutes each. Ability to perform all essential functions of this position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title, PIN and location. Materials must be received at the address below by 5:00 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications/resumes sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.